



Helping Youth & Community from Start to Finish

## OnTrak Bike Giveaway Rules

1. Please use OnTrak's logo in any advertisement or mention of the bike giveaway. These will be provided in advance. This includes email, social media etc.
2. OnTrak has provided all of the bikes and we work in partnership with your organisation; please state that:  
  
"Working with OnTrak Community Initiative, **{organisation}** is hosting a free bike giveaway...."
3. These events have proved very popular so advertising has to be done last minute. OnTrak has aimed to target specific post codes or ward areas and as a result, random address checks may be initiated. This is purely to ensure that the residents within the targeted area are the ones receiving the bikes. We have had instances where people have travelled all the way from Manchester, Sowerby Bridge and other areas outside of the post code / ward.
4. OnTrak has a ticket system to ensure a fair first come first served basis. We will organise this. We have created a queue system which works. We would appreciate any help along the queue as some of the queues can be very long.
5. We will not tolerate any abuse or bad language which goes without saying. This may result in removal from the event / queue and if inappropriate behaviour escalates, may result in the police being called out.
6. A site specific risk assessment will be created by the organisers, but OnTrak can add any specifics as required around our management of the giveaway. We do need to drive our van to the site of the giveaway to unload all the bikes and equipment so will require access to the site.
7. We would ask that there are toilet facilities for OnTrak staff to access. We usually bring our own tea and coffee making facilities but if there is a kitchen to access for staff, that would be useful to know in advance..
8. Please note that these bike giveaways are for children and young people up to 16 years old only. All children and young people must be present at the event and with an adult.